COMMERCIAL PROCESS SERVING, INC.
Ventura | Santa Barbara | San Luis Obispo

# COURT SERVICES REQUEST FORM

court@comproserve.net

WO #

☐ **RUSH/DO TODAY** (extra charges apply)

☐ **CHECK IF *NEW ACTION*** (may require to be dropped)

☐ **ROUTINE SERVICE** (turnaround times vary)

☐ ***SERVE PER ATTACHED INSTRUCTIONS*** Please attach separate SERVICE instructions

**CLIENT/FIRM NAME & ADDRESS**

**PHONE** **EXT.**

**FAX #**

**NAME**

**EMAIL**

**FILE #**

**COURT**

**CASE #**

**CASE TITLE**

**DOCUMENTS**

***LAST DAY TO FILE*** **STATUTE DATE**

**INSTRUCTIONS** **DIVISION** **FEES**

**HEARING DATE** **TIME** **DEPT**

**SPECIAL INSTRUCTIONS**

**STATUS / COMMENTS:** ***FOR CPS USE ONLY***

☐ DROPPED -DATE:_____REASON:_____

☐ REJECTED- DATE: _____REASON:_____

☐ STATUS GIVEN- DATE:_____SPOKE WITH:_____

| *BILLING ITEM* | *CHARGES* |
|---|---|
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| | |
| *TOTAL* | |

**COURT SERVICES REQUEST FORM**

**Ventura Office**
**(805) 650-9291**
**court@comproserve.net**

**Santa Barbara Office**
**(805) 845-4200**
**sb@comproserve.net**

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